

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

October 5, 2012

TO MESSRS: MARY LAWSON BROWN, ALLEGRA KITCHENS, PHIL LEARY,
JAMES NORWOOD, Jr., AND ANGELA MURTAGH:

You are hereby notified that the time of the regular October 11, 2012 meeting of the Palatka Community Redevelopment Agency has been changed to begin at 5:00 p.m. on that date. The regular meeting place at City Hall, City Commission Chambers, 201 N. 2nd Street, Palatka, has not changed.

Please govern yourselves accordingly.

/s/ Vernon Myers
Vernon Myers, MAYOR/Chairman

We acknowledge receipt of a copy of the foregoing notice of meeting time change on the 5th day of October, 2012.

/s/ Mary Lawson Brown
COMMISSIONER

/s/ Allegra Kitchens
COMMISSIONER

/s/ James Norwood, Jr.
COMMISSIONER

/s/ Phil Leary
COMMISSIONER

/s/ Angela Murtagh
PRESIDENT
DOWNTOWN PALATKA, Inc.

(vacant)

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.

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Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

AGENDA
CITY OF PALATKA
COMMUNITY REDEVELOPMENT AGENCY
October 11, 2012; 5:00 p.m.

CALL TO ORDER:

- a. Invocation
- b. Pledge of Allegiance
- c. Roll Call

1. APPROVAL OF MINUTES – 6/14/12

2. PUBLIC COMMENTS - (Speakers limited to three minutes – no action taken on items)

*** 3. NORTH HISTORIC DISTRICT - REQUEST FOR BUDGET AMENDMENTS/RE-ALLOCATIONS:**

- a. North TIFF Home Improvement Program \$40,000.00 (from Contingency)
- b. North TIFF General Capital Improvements, \$25,000.00 (from Contingency)
- c. North TIFF Contingency \$14,595.27 (balance)

*** 4. SOUTH HISTORIC DISTRICT - REQUEST FOR BUDGET AMENDMENTS/RE-ALLOCATIONS**

- a. South TIFF Commercial Rehabilitation Grant Program \$65,000.00 (from TIFF-HIP Program)

5. OTHER BUSINESS/REPORTS

***a. RECOMMENDATION to amend CRA BUDGET** to adjust line items in order to reconcile the FY2012-13 budget with the end of FY2011-12 – Matt Reynolds, Finance Director

***b. RECOMMENDATION to amend CRA Meeting Schedule** to change time of meetings to 5:00 p.m. – City Manager Czymbor

c. REPORTS: 3rd QUARTER UPDATE - Small Business Development Center UNF at Putnam Co.
Cheryl Lynch, Certified Business Analyst/Staff

6. ADJOURN

*Attachment **Separate Cover

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Agenda Item

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COMMISSION ACTION: Approved as Recommended Disapproved
 Approved With Modification Tabled To Time Certain
 Other

DISTRIBUTION: CA CC CM CD FI FD GC HR MD PD PR UD

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PALATKA HISTORIC NORTHSIDE NEIGHBORHOOD
ASSOCIATION

August 13, 2012-Meeting Minutes

The City Hall Meeting was called to order at 6:30 p.m.

Present: Elizabeth & Coenraad van Rensburg, Annie Svetlik, Holly Schoeppel, Alice Adams, Mike Tarter, Beth Campton, Sandy Smith and Sgt. Brian Hawkins of the Palatka Police Department. Gary Graffweg was also in attendance.

The minutes of the August meeting were read aloud and approved unanimously (1st Mike/2nd Holly).

Membership update – New members Sandy and Randy Smith and Tom and Susan Wykoff were welcomed to our association.

Hospitality- The welcome reception for the new City Manager was a success and we have received a thank you note for co-hosting the event. The summer social at the Douglass home was held on August 25th.

Police Report- Sgt. Hawkins reported no police activity in our area during the last month.

Old Business:

3rd Friday Street Party: This month the date is the 21st.

Park Renovation: Progressing slowly.

Street Signs: The project is progressing slowly.

Occupation of Palatka 1864: Directly following our meeting a planning meeting is taking place.

New Business

TIFF Allocation: The HIP project currently being considered will take \$20k from the roughly \$38K we have in our account. We will retain the remaining \$18k for future projects. Of the estimated \$45K that will be coming into the account, the following motion was made: Allot \$20K to HIP program and \$25K to General Capital Improvements. The motion was made by Holly and seconded by Alice and passed unanimously.

Treasurer's Report: The balance in our PHNNA checking account is \$1,799.24. Expenditures of \$1,384.25 have been made for promotion and advertising of the Civil War event. \$1,095.00 will be reimbursed by TDC funds and the balance was underwritten by CenterState Bank.

Open Discussion

Re-organizing the Neighborhood Watch program was again touched upon. Sgt. Hawkins advised that a partnership with the Police is not an option currently. He stressed that the most effective approach is to know your neighborhood and who belongs in it. Report any suspicious activity or person to the PPD. Sgt. Hawkins encouraged us to advise the PPD if we are going out of town and they will keep an eye on our property thru increased patrols.

The meeting adjourned at 7:00pm.

Submitted by Elizabeth van Rensburg in the absence of the Secretary.

Agenda Item

4a



AGENDA ITEM

SUBJECT: Community Redevelopment Agency South TIF District FY 2103 Budget Amendment

DEPARTMENT:

ATTACHMENTS: Ordinance Resolution Motion
 Support Documents Other

SUMMARY:

Please see attached a revised budget for FY 2013. This budget amendment takes into account a recent reallocation request from the South TIF district committee.

The South TIF district committee is requesting a reallocation of \$65,000 from the Home Improvement Program to the Commercial Rehabilitation Grant Program.

Please refer to the attached minutes and budget spreadsheet for additional information pertaining to this request.

RECOMMENDED ACTION:

Staff recommends adoption of the proposed budget amendment.

DEPARTMENT HEAD

Submitted: _____ Date: _____
Requested Agenda: Jonathan Griffith Date: 10-11-12

FINANCE DEPARTMENT Budgeted Yes No N/A Date: 10/4/12

CITY ATTORNEY Approved as to Form and Correctness Date: _____

CITY MANAGER Approved Agenda Item For: M Date: 10/2/12

COMMISSION ACTION: Approved as Recommended Disapproved
 Approved With Modification Tabled To Time Certain

Other

DISTRIBUTION: CA CC CM CD FI FD GC HR MD PD PR UD

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SOUTHSIDE HISTORICAL NEIGHBORHOOD ASSOCIATION
Monday, May 21, 2012

Call to Order:

The meeting was called to order at 7:00 pm by President, Michael Gagnon

The minutes for April 2012 were accepted as read.

Lucille Estes, treasurer, presented the April 2012 Treasurer's report which was accepted as read.

Meeting Discussions

1. The COA request for murals on the East and North sides of Hammock Hall were approved by the Historic Preservation Board. Next step in the approval process is before the Planning Board on June 5th at 4PM at City Hall.
2. SHNA Spring yard sale a success and great fun! Thanks to Lynda and Ed for organizing this event.
3. The South TIFF District Commercial Rehabilitation Grant/Pilot Program was discussed at length. A motion and second was made with unanimous approval of the program. A reallocation of \$65.00 from the TIFF/HIP budget to the CRG program was approved unanimously. The remaining balance in the TIFF/HIP budget will be approximately \$97,000.00.
4. Discussion regarding the future development of an amendment to the TIFF/HIP or a separate program to address the exterior rehabilitation of rental properties in the South TIFF District. This amendment or program would have to be tailored to the needs of the neighborhood. Hopefully the City will also adopt a rental ordinance in the near future with specifics that could be tied into this program. A committee was appointed to develop these guidelines. The committee members are: Robbi Correa, Barbara Wayne and Linda Crider.
5. The group approved funding to light gaslights from Memorial Day through July 4th. Gary is working on a systematic plan to paint and repair gaslights if needed.
6. Discussion about a SHNA group cycling in the Memorial Day Parade generated some interest. Linda and Robbi are already planning to participate.

Upcoming Events

- Presentation by Susan Graffweg and discussion of SIPS (Southside Itinerant Porch Sitters)

The meeting adjourned at 8:20PM



MONTHLY MEETING SIGN-IN SHEET

DATE: _____

NAME

E-MAIL ADDRESS

Edward E. Amodio

MICHAEL GAGNON

Susan & Gary Graftweg

Lynda Heins

Robb Corne

Lucille Estes

Carlos Malinda Pacheco

Janet Potts

Dee Cridley

Sam P. Davis

Marlene Lagas

Barbara Wayne

Bruce Heishman



AGENDA ITEM

SUBJECT: Community Redevelopment Agency FY 2013 Budget Amendments

DEPARTMENT:

ATTACHMENTS: Ordinance Resolution Motion
 Support Documents Other

SUMMARY:

Please see attached a revised budget for FY 2012-13. This revised budget includes amendments to several line items that take into account expenditures that occurred near the end of the FY2011-12. This revised budget also includes amendments to line items to account for certain projects that were allocated previously but were not expended in FY2011-12.

The following budget amendments to the Downtown Redevelopment TIF District are being proposed:

- Increase Downtown Redevelopment Balance Forward by \$17,130
- Decrease Recruitment budget by \$19,000
- Add Façade Grant budget of \$3,844
- Add Wayfinding budget of \$21,711
- Add Annie Oakley Mural budget of \$6,100
- Add 1909 Palatka Union Depot Mural budget of \$3,150
- Increase Contingency/Reserve budget by \$1,325

The following budget amendments to the South Historic TIF District are being proposed:

- Decrease South Historic Balance Forward by \$5,000
- Decrease Hammock Hall Improvements budget by \$5,000

RECOMMENDED ACTION:

Staff recommends adoption of the proposed budget amendments.

DEPARTMENT HEAD

Submitted: Matt Reynolds
Requested Agenda: Matt Reynolds

Date: 10-2-12
Date: 10-11-12

FINANCE DEPARTMENT Budgeted Yes No N/A Date: 10-2-12

CITY ATTORNEY Approved as to Form and Correctness Date: _____

CITY MANAGER Approved Agenda Item For:  Date: 10/2/12

COMMISSION ACTION: Approved as Recommended Disapproved
 Approved With Modification Tabled To Time Certain
 Other

DISTRIBUTION: CA CC CM CD FI FD GC HR MD PD PR UD

Tax Increment Report
(FY2012-13)

Revenues **Expenditure** **Balance**

Downtown Redevelopment

Beginning Balance	\$209,451.38		
Small Business Development Center	\$4,062.50		
Façade Grant Balance Forward	\$3,844.20		
Recruitment Balance Forward	\$17,000.00		
Mural Lighting Balance Forward	\$2,700.00		
Wayfinding Balance Forward	\$21,711.00		

FY 2013 REVENUE

Downtown Redevelopment-County share	\$125,457.56		\$384,226.64
Downtown Redevelopment-City Share	\$134,210.99		\$518,437.63

FY 2013 EXPENDITURES

Allocated from prior year

Small Business Development Center		\$4,062.50	\$514,375.13
Recruitment		\$17,000.00	\$497,375.13
Mural Lighting		\$2,700.00	\$494,675.13
Façade Grant		\$3,844.20	\$490,830.93
Wayfinding Balance Forward		\$21,711.00	\$469,119.93

Requested

Transfer to Better Place (Frank George Repayment)		\$300,000.00	\$169,119.93
Transfer to General Fund for Mainstreet Manager Salary		\$59,475.51	\$109,644.42
Transfer to General Fund for Fireworks		\$15,000.00	\$94,644.42
Downtown Christmas Lighting		\$10,000.00	\$84,644.42
Quarterly Events Calendar Posters		\$400.00	\$84,244.42
Quarterly Events Calendar table tents		\$800.00	\$83,444.42
Advertising for parades, retail events, etc		\$4,000.00	\$79,444.42
12 Third Friday Downtown Street Parties		\$18,000.00	\$61,444.42
12 Dancin' in the Streets Downtown Cruise-ins		\$12,000.00	\$49,444.42
12 Second Saturday Downtown Truck & Jeep Rallies		\$12,000.00	\$37,444.42
FRA Membership Dues		\$870.00	\$36,574.42
University of Florida Master Planning		\$6,000.00	\$30,574.42
NEA Grant Match - Art in public Spaces		\$20,000.00	\$10,574.42
Annie Oakley Mural (Atomic Tees Bldg)		\$6,100.00	\$4,474.42
1909 Palatka Union Depot Opening Mural (Welcome Center)		\$3,150.00	\$1,324.42
Contingency		\$1,324.42	\$0.00

FY 2013 Balance

\$0.00

*Agenda
Item*

5a

*Agenda
Item*

5b



AGENDA ITEM

SUBJECT: CRA Meeting Schedule

DEPARTMENT: Admin/City Manager

ATTACHMENTS: Ordinance Resolution Motion
 Support Documents Other

SUMMARY: The CRA meeting schedule sets the time of CRA meetings at 4:00 p.m. on the 2nd Thursday bi-monthly (February, April, June, August, October & December). These meetings coincide with City Commission meetings, which begin at 6:00 p.m. It is my recommendation that the meeting time be amended to 5:00 p.m. as this is more efficient and eliminates a large gap of time between meetings. If it looks as though a CRA meeting will run long, the meeting time can be moved up and advertised as such per FS189.417.

As the meeting schedule is set by resolution of the City Commission, it will need to be changed by a resolution of the City Commission.

RECOMMENDED ACTION: Direct staff to bring a resolution to the City Commission amending the time of CRA meetings to begin at 5:00 p.m.

DEPARTMENT HEAD

Submitted: M. Czymbor Date: _____
Requested Agenda: CRA Date: 10-11-12

FINANCE DEPARTMENT Budgeted Yes No N/A Date: _____

CITY ATTORNEY Approved as to Form and Correctness Date: _____

CITY MANAGER Approved Agenda Item For:  Date: 10/2/12

COMMISSION ACTION: Approved as Recommended Disapproved
 Approved With Modification Tabled To Time Certain
 Other

DISTRIBUTION: CA CC CM CD FI FD GC HR MD PD PR UD

2010 Resolution

RESOLUTION NO. 8-63

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
SETTING FORTH A REGULAR MEETING DATE OF THE CITY
OF PALATKA COMMUNITY REDEVELOPMENT AGENCY
(CRA), ALSO KNOWN AS THE PALATKA DOWNTOWN
REDEVELOPMENT AGENCY, AND PROVIDING A
COMMENCEMENT DATE**

WHEREAS, the City of Palatka City Commission adopted Resolution #4 – 7 on September 8, 1983 which declared a portion of Downtown Palatka as an area suitable for redevelopment and finding the need for rehabilitation, conservation or redevelopment of such area; and

WHEREAS, the City of Palatka City Commission adopted Resolution #04-11 on November 10, 1983 which found a need to create a Downtown Redevelopment Agency (DRA), also known as the Community Redevelopment Agency (CRA) to carry out the Community Redevelopment Purposes of Chapter 163, Part III, FS in the Community Redevelopment Area; and

WHEREAS, on December 15, 2009 the City of Palatka CRA, also known as the DRA, met during a called session and heard a recommendation made by staff to set a regular meeting date of 4:00 p.m. on the 2nd Thursday of each even month, providing for six (6) regular meetings per year; and

WHEREAS, the Palatka City Commission hereby finds that it is necessary to set a regular meeting date for the Palatka Community Redevelopment Agency (CRA), also known as the DRA; and

WHEREAS, public notice is required for these meetings, which are open to the public.

NOW THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka that commencing in February 2010, the regular meetings of the Community Redevelopment Agency (CRA), also known as the Downtown Redevelopment Agency, shall generally be held at 4:00 p.m. on the 2nd Thursday of each even month (February, April, June, August, October and December), unless otherwise noticed, in compliance with F.S. 187.417.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 28th day of January, 2010.

CITY OF PALATKA

*Agenda
Item*

5c



Putnam County IMPACT

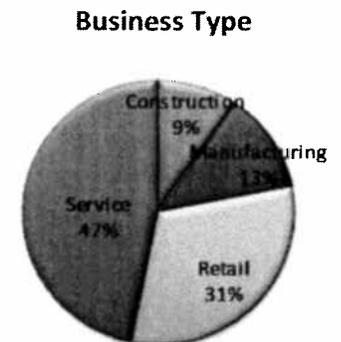
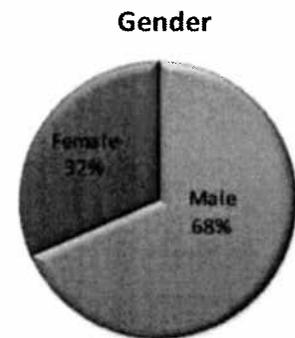
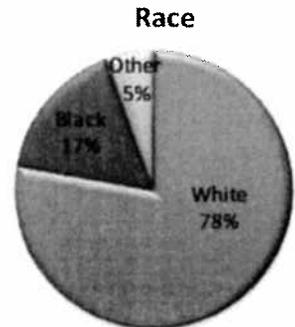
July 1-Sept. 30,
2012

Service Delivery 2012

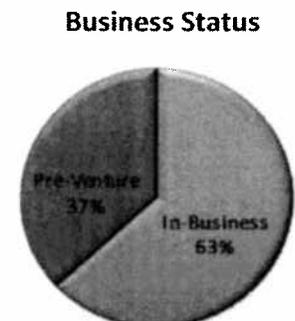
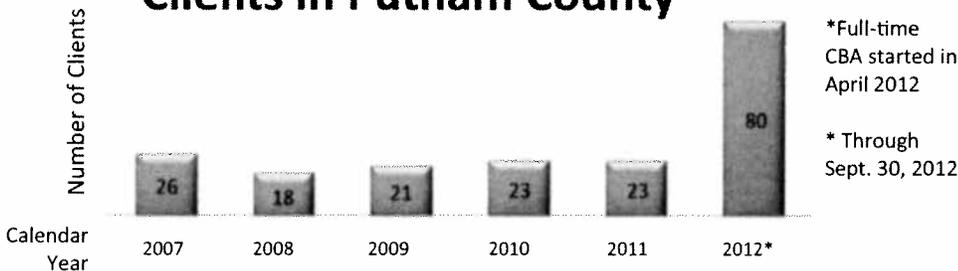
	Jan. - Mar.	Apr. - June	July - Sep.
Entrepreneurs Counseled	4	33	43
Total Counseling Hours	9.5	85	97
Workshops & Events	0	1	6
Workshop Attendees	0	22	117
Jobs Created	0	4	1
Business Startups	0	1	1

Quarterly Highlights

- Visited 33 Businesses to promote the SBDC
- Made 31 public appearances and meetings. Including:
 - networking events
 - public or private board meetings
 - public speaking engagements.
- Received 59 Hours of professional development and training.
- Established a relationship with the local colleges for students to perform case studies and participate in internships with SBDC clients.



Clients in Putnam County





Putnam County IMPACT

Linda Mann is a registered nurse and a licensed esthetician. Linda is passionate about instruction in healthy living and committed to the principals of physical rejuvenation. But, after many years as an elementary school nurse and health educator, she decided it was time to pursue owning and operating her own skin care business, Acanthus Aesthetics, LLC in New York. Linda's business provided appropriate products and treatments to clients to help them achieve skin care goals, whether that is maintaining healthy skin, anti-aging, acne, or other concerns.



Linda Mann

But, just months after Linda opened her first business, she reconnected with her college sweetheart who was living in Florida. It didn't take long for Linda to decide that she wanted to marry and move to Palatka to be with her new husband.

Linda knew she wanted to open another business in her new home town in Palatka. But, she is first a nurse, and she had many questions about how to more effectively run a business in an unfamiliar setting. Linda decided that just like one should seek out a professional for skin care, she needed to seek out professional business direction and support in a budget-friendly way.

"In my case, not being a business major and wanting to open my skin care business, just like one should seek out a professional for skin care, I needed to seek out professional business direction and support in a budget-friendly way," Linda says of her needs.

She attended a Chamber of Commerce event in which she learned of the services provided by the Small Business Development Center (SBDC) in Palatka. Linda made an appointment to meet with **Cheryl Lynch**, Certified Business Analyst, and found the guidance and support she was looking for. She was thrilled to learn that all consulting services are provided at no-cost and there is a variety of workshops. Linda attended workshops on marketing and networking and found them very useful. Additionally, Cheryl was able to guide Linda through the process of government licensing requirements, location selection and lease analysis, assisted with introductions to community business organizations such as the Downtown Merchants Association, and provided one on one consulting services for her business and marketing plans.

As a result of the SBDC services, Linda has gained confidence in her ability to run her new business- "Skin Retreat-located in the 300 block of St. John's Ave, downtown Palatka", by making adjustments to marketing strategies, setting up long and short term goals, gaining business and client contacts in the community and accomplishing the first step; opening the doors with a sense of organization and opportunity to move to the next step. Linda's next step is to continue to build a client base and do what she does best; provide professional skin care services.

"As an entrepreneur, I am thankful to have the SBDC available and encourage other small business owners to take advantage of their expertise."